

Buffalo-Hanover-Montrose Public Schools
Optional Field Trip/Overnight or Out-of-State Trip Form

School BHS Group Making Request SPANISH DEPT.

Principal MARIL MISCHKE Person in Charge DARYL BOECKERS

1. Destination: COSTA RICA

2. Dates of Trip: 6/15 - 6/22/13 Number of School Days Missed: 0

3. Number of Students: Male 2 Female 10

4. Grade Levels Included: 10-12

5. Supervision requirements: one adult for every 12 students. Same gender chaperone must be included for each gender participating.

a. Staff Accompanying: NANCY ELYNICK, DARYL BOECKERS

b. Other Adults Accompanying: N/A

7. Describe the purpose and objectives of the trip:

First and foremost this is a language trip. Students are paired with another BHS student for homestays for 4 nights. Exploring national rainforests, volcanos, pineapple plantations, beaches will certainly be highlights.

8. Cost Factors:

a. Trip funded by:

1. School Account

2. Individual student \$2,300

b. Cost per person

c. What provision has been made for students with financial difficulties? Fund raising activities conducted?

Fundraisers will be considered in the next year.

d. What efforts have been made to acquire the most cost effective price?

We consider other touring companies that include homestay experience.

1. Faculty members may not receive any salary remuneration relating to field trips from outside agencies or arrange trips for financial gain. Is a portion of the funds provided by students paying for or reducing chaperone costs? YES NO

2. Insurance Issues

a. Will students need additional medical insurance coverage? YES NO

b. Is group tour insurance being purchase? If so, what is the coverage and cost?

Current medical insurance is sufficient. We will work with Gary K on acquiring insurance closer to the trip.

9. Transportation Information: How will students be transported?

- a. Bus _____ Name of Company _____
- b. Plane X Name of Airline AMERICAN AIRLINES
- c. School District van/s _____
- d. Private vehicle driven by responsible adult _____
- e. Other _____
- f. School District not responsible for transportation _____

10. Communication - Please attach a copy of the trip itinerary. Include parental and student input in the planning process and all parent meetings conducted to ensure full disclosure of the trip and associated topics to include but not limited to: purpose of the trip, cost (to include spending money), fund raising, adult chaperones, emergency telephone numbers, medical insurance needs, procedure for sending a student home in case of an emergency (medical, disciplinary, etc.) and itinerary.

Person in Charge Signature

[Signature]

Date

9/6/12

Activities Director Signature

[Signature]

Date

9/7/12
9/7/12

Superintendent Signature

Date